

Number	Phase/Stage/Task	Process Description
2.0	Control Phase	<p>Entrance Criteria: <i>Before entering the Control Phase the Project Manager must have met all the requirements in the Select Phase. The Project Manager must have received a Project Authorization Memorandum, in order to enter the Control Phase.</i></p> <p>Purpose: <i>Once selected for inclusion in the Bureau's IT portfolio, each project is managed by a trained or experienced IT project manager and monitored throughout its life cycle. At key milestone dates, In-Progress Reviews (IPRs) are conducted in which the project's actual status is compared to it's planned scope, schedule, and budget as well as it's technical efficiency and performance measures.</i></p> <p><i>The project's risk, complexity, and cost determine the nature and frequency of each IPR. If a project does not meet its budget, schedule, or stays within the scope of the Project Plan, the ITIB decides upon an appropriate course of action. They will determine to continue the project, modify either the scope, schedule or budget, or decide to terminate the project.</i></p> <p><i>The Control Phase contains six discrete stages:</i></p> <ul style="list-style-type: none"> • <i>Project Definition Stage</i> • <i>System and or Services Acquisition Stage</i> • <i>System Design Stage</i> • <i>Development or Construction Stage</i> • <i>Acceptance Testing Stage</i> • <i>Transition and Deployment Stage</i> <p><i>During the Control Phase a project moves from requirements definition to implementation. The Control Phase is divided into six stages, with each stage divided into several steps. Each step produces one or more work products (deliverables) or results. The final step in each stage is a review, where the work products are assessed and the budget and project schedule evaluated and updated as necessary.</i></p> <p>Exit criteria: <i>To exit the Control Phase the Project Manager must obtain Project Sponsor and ITIB approval. This approval is in the form of a completed and signed Operational Readiness Review Memorandum, with all action items resolved. This will be followed by a Record of Deployment Memorandum which confirms deployment of the new system, identifies problems encountered, and describes any unresolved issues.</i></p>

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		<p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Monthly reporting to SCO on Scope, Schedule, and Budget</i> • <i>Quarterly reports from SCO and IMG to the ITIB.</i> • <i>Requirements Certification Memorandum</i> • <i>Project Definition Completion Review Memorandum</i> • <i>Project Planning Documents (including)</i> <ul style="list-style-type: none"> -- Data Management Plan -- Security Deliverables <ul style="list-style-type: none"> -- System Security Plan -- Security Risk Assessment -- Security Test Plan -- Trusted Facilities Manual -- Disaster Recovery/Contingency Plan -- Training Plan -- System Test Plan -- Quality Assurance Plan -- Configuration Management Plan -- Transition / Deployment Plan -- Draft User Guide • <i>System Design Document</i> • <i>Computer Systems Operator's Manual (CSOM)</i> • <i>Turnover Package, with a draft Version Description Document (VDD)</i> • <i>Critical Design Review Memorandum</i> • <i>Acquisition Plan and a Project Plan must be continually updated at each stage within the Control Phase.</i> • <i>Test Readiness Review Memorandum</i> • <i>Turnover Package is complete, including a draft Version Description Document (VDD)</i> • <i>Test Readiness Review Memorandum</i> • <i>Transition/ Deployment Readiness Review Memorandum</i> • <i>Operational Readiness Review Memorandum</i> • <i>Record of Deployment Memorandum.</i>
		<p>Decision (Go/No Go) Points:</p> <p><i>Project Definition Review</i> <i>Critical Design Review (CDR)</i> <i>Test Readiness Review</i> <i>Transition/Deployment Readiness Review</i> <i>Operational Readiness Review</i> <i>ITIB Decision to Deploy</i></p>
		<p>Time Frames:</p>

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		<p>Who's Involved: <i>Project Manager, Project Sponsor, SCO, IMG, and ITIB.</i></p> <p>References (hot linked):</p> <p><i>IT Investment Management Process, Version Control Number 0.99 February 01, 2001</i></p> <p><i>Control Memorandum</i></p>